

ASSISTANT
GS-0301-14

I. INTRODUCTION

This position is located in the Department of Labor (DOL), Employment and Training Administration (ETA). This position provides a personal assistant to an ETA executive, performing special and analytical assignments independently and accomplishing segments of highly complex projects assigned to higher grade staff.

II. MAJOR DUTIES AND RESPONSIBILITIES

Participates actively with the executive and his/her key staff in significant management planning, policy and decision-making sessions. Analyzes issues, goals, and initiatives. Recommends options during exploratory and formative stages of managerial planning and policy formulation. Advises the executive and key officials on the uses and limitations of the array of available administrative management techniques and the probable consequences of possible choices and decisions.

Expedites priority projects. Develops or assists in the development of courses or plans of action for accomplishing such assignments. Investigates issues to establish the nature and scope of identified problems, and recommends methods and techniques to be utilized to resolve them.

Represents and speaks for the executive in both formal and informal circumstances. In meetings with high-level public and private sector officials, takes actions or makes commitments which reflect the goals, objectives, and views of the executive. May perform public information duties. Directs the development of briefing information for the executive on evolving issues of concern. May be delegated authority to sign documents for the executive.

May review proposed regulations which would significantly change the basic character of Office programs, the way the Office conducts its business and interacts with customers and stakeholders. May develop study formats for use by others on a project team or at subordinate echelons in the organization.

May manage key administrative processes such as the human resources function, and S&E accounts (travel, supply, training, awards). May directly supervise staff in the executive's office (Administrative Team) who are responsible for administrative procedures and processes. May lead special project teams to implement new programs/procedures.

III. FACTORS

Factor 1 - Knowledge Required by the Position FL 1-8 1550 pts.

Knowledge at a level to serve as an expert in the application of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems.

Knowledge of a comprehensive range of administrative laws, policies, regulations, and precedents applicable to the administration of one or more important workforce development programs.

Knowledge of program goals and objectives of the Office to which assigned, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments.

Knowledge of relationships with other programs and key administrative support functions within the employing Office or other activities within and external to ETA.

Skill to plan, organize, and direct team work and to negotiate effectively with management to accept and implement recommendations, where the proposals involve obligation of substantial resources, require extensive changes in established procedures, or may be in conflict with the desires of the activity studied.

Factor 2 - Supervisory Controls FL 2-5 650 pts.

The incumbent is subject only to administrative and policy direction concerning overall project priorities and objectives. The incumbent is typically delegated complete responsibility and authority to plan, schedule, and carry out major projects concerned with the implementation, analysis, and evaluation of programs and organizational effectiveness. Analyses, evaluations, and recommendations developed by the employee are normally reviewed by the executive only for potential influence on broad agency policy objectives and program goals.

Factor 3 - Guidelines FL 3-5 650 pts.

Guidelines consist of existing legislation and regulations, ETA and DOL policies and directives, and basic administrative policy statements concerning the issues or problems being studied. The incumbent uses judgment and discretion in interpreting and revising existing policy/regulatory guidance for use by others. The incumbent is recognized as expert in the development and/or interpretation of guidance on program planning and evaluation in and for the executive's organization.

Factor 4 - Complexity FL 4-5 325 pts.

The work consists of projects and studies which require analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs. Decisions about how to proceed in planning, organizing and conducting studies are complicated by conflicting program goals and objectives. Options, recommendations, and conclusions developed by the incumbent take into account and give appropriate weight to uncertainties about the variables which affect long-range program performance throughout the executive's organization.

Factor 5 - Scope and Effect FL 5-5 325 pts.

The purpose of the work is to analyze and evaluate major management/program aspects of substantive, mission-oriented programs throughout the executive's organization. The work involves identifying and developing ways to resolve problems or cope with issues which directly affect the accomplishment of principal program goals and objectives. Work products are complete decision packages and staff studies, and typically contain findings/recommendations of major significance which serve as the basis for new administrative systems, regulations, or programs.

Factors 6/7 - Personal Contacts/Purpose of Contacts Level 3.c. 180 pts.

Contacts are with persons throughout and outside the executive's organization and with high level program officials in a moderately structured setting. The purpose of contacts is to influence managers or other officials to accept and implement agency and executive goals and policies including implementing proposed organizational improvement and program effectiveness. The incumbent may encounter resistance due to organizational conflict, competing objectives, or resource problems.

Factor 8 - Physical Demands FL 8-1 5 pts.

No unusual physical exertion is required.

Factor 9 - Work Environment FL 9-1 5 pts.

The work is performed in an office setting. Occasional travel by any means of government or public transportation may be required.

TOTAL = 3690 pts.

IV. UNIQUE POSITION REQUIREMENTS